

DEPARTMENT OF EMPLOYEE RELATIONS

PURPOSE AND USE OF THE VISUAL ORGANIZATIONAL INVENTORY

The **Visual Organizational Inventory (VOI)** is a list of positions and employees in City departments. For each City department, under appropriate organizational headings, the VOI displays the following information for each position:

1. Position Title*
2. Name of Incumbent
3. Appointment Status ("E" denotes position exempt from Civil Service)
4. Salary Data (pay range/salary grade number for all employees)
5. Representation Status (union, management, etc.) designation code
6. Organizational hierarchies

* If a position is officially authorized in the budget under a different title than stated next to the incumbent, the authorized classification is indicated by a job code number preceding the title. An index by job code is located in the back of this document.

If "(JS)" appears after a position title, it indicates a "job share" arrangement in which a single position is being filled by two individuals.

Please note that the positions and employees listed for City departments in this VOI is based upon information supplied by the departments as of December 2008 and has not been cross referenced with individual department position authority.

This inventory is published by the Department of Employee Relations. Any questions, comments, and/or suggestions for improvement will be greatly appreciated and carefully considered.